



We believe in developing careers through varied exposures. It is our aim to provide growth opportunities for the right talent. In this quest, you now have the opportunity to grow and contribute to an organization that is geared for success.

## **Assistant - Sales Training & Development**

### **Job Role**

- Coordinate and arrange training programs.
- Maintain training records.
- Register candidates for the Technical Competency Examination.
- Maintain exam records.
- Confirm IRCSL results.
- Issue IRCSL certificates.
- Handle all administrative work related to exams and training programs.

### **Job Pre-Requisites:**

- Considerable knowledge in General Insurance.
- Should have a minimum of two years of experience in General Insurance.
- Excellent communication skills both in Sinhala & English.
- Being conversant in Tamil would be an added advantage.

If you believe you are the right person we are looking for, forward your complete resume together with contact numbers and the names of two non-related referees to reach us within 10 days of this advertisement by email to [shashika.jeevanthi@hnbgeneral.com](mailto:shashika.jeevanthi@hnbgeneral.com) (State the position applied on the subject line)

